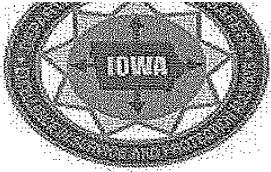


What does “further research required” mean?

- Request has been sent to DCI
- A name and date of birth is similar
- Social security number is similar
- Important: could result in a “no record” response

DCI process for SING requests

- Manually process “further research required” requests
- Final results sent to requesting agency



IOWA RECORD CHECK REQUEST

FORM S



To: Iowa Division of Criminal Investigation
Bureau of Identification
215 E. 7th Street
Des Moines , IA 50319
(515)725-6066
(515)725-6080 (fax)

ACCOUNT NUMBER: 1234

From: UNIVERSAL AGENCY
1234 Main Street
Des Moines , IA 50311

Phone

Fax

Contact Preference: F

REQUEST

(* indicates a required field)

I am requesting an IOWA CRIMINAL HISTORY record check on:

DOE

Last name*

JANE

First name*

MARY

Middle name

ROE

Maiden/Other Last name

NO

Volunteer

1/1/1970

Date of Birth*

F

Gender*

123456789

Social Security number*

(DCI use only)

RESULTS

As of 3/19/2010 11:11:01 AM, a name and date of birth check revealed:

CCH Record Attached _____ DCI # _____ No CCH Record Found X

DCI initials _____ Waiver on File yes

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

IOWA CRIMINAL HISTORY
MISDEMEANOR CONVICTIONS ONLY
MULTI-STATE OFFENDER

DCI 00514173
PAGE 1 OF 1
DATE PRINTED-
2010/03/18

DCI: 00514173 FBI: 9009800

NAME MCPUBLIC,RON
MCPUBLIC,RONALD

DOB	SEX	RAC	HGT	WGT	EYE	HAIR	SKN	POB
19490101	M	W	510	160	BLU	BLN	MED	MO

SOC:
COMMENTS: RESISTS ARREST

ADDITIONAL IDENTIFIERS
SC HEAD
TAT L HND

CCH RECORD *

01 ARRESTED 20011225

AGENCY: IA0570100 CEDAR RAPIDS PD
CHARGE NO- 01 IA STATUTE IA708.2A(2)(A)
DOMESTIC ABUSE ASSAULT
TRK#: Z00665801

COURT DISPOSITION

AGENCY: IA057015J LINN CO DIST COURT
COUNT NO- 01 IA STATUTE IA708.2A(2)(B)
DOMESTIC ABUSE ASSAULT WITHOUT INTENT CAUSING INJURY
COURT CASE ID: SRCR01231
CHARGE CLASS: NON CONVICTION
TRK#: Z00665801
SENTENCE
DEFERRED JUDGEMENT
PROBATION 1Y
COMMUNITY SERVICE
DISCHARGED FROM
DEFERRED JUDGEMENT

DISP EFF DATE
20020201
20020201
20020201
20030201

02 ARRESTED 20081115

AGENCY: IA0570100 CEDAR RAPIDS PD
CHARGE NO- 01 IA STATUTE IA321J.2(A)
OWI 1ST OFFENSE
TRK#: Z11964901

COURT DISPOSITION

AGENCY: IA057015J LINN CO DIST COURT
COUNT NO- 01 IA STATUTE IA321J.2(A)
OPER VEH WH INT (OWI) / 1ST OFF
COURT CASE ID: 05771 OWCR01232
CHARGE CLASS: MISDEMEANOR CONVICTION
TRK#: Z11964901

SENTENCE
JAIL 7D
FINE \$250
PROBATION 1Y

DISP EFF DATE
20081120
20081120
20081120

****END OF DATA****

IOWA RECORD CHECK REQUEST
FORM S

ACCOUNT NUMBER: 12345-C

To: Iowa Division of Criminal Investigation

Sex Offender Registry
215 E. 7th Street
Des Moines , IA 50319
(515)725-6050
(515)725-6040 (fax)

From: DHS Child Care Providers
HOOVER BUILDING, 5TH FLOOR S
DES MOINES , IA 50319
Phone 515-281-8436
Fax 515-281-4243
Contact Preference: F

REQUEST

(* indicates a required field)

I am requesting an IOWA SEX OFFENDER record check on:

Waiver on File* yes

DREW

NANCY

Last name*

First name*

Middle name

Maiden/Other Last name

Y
Volunteer

7/19/1913
Date of Birth*

F
Gender*

478999996
Social Security number*

(DCI use only)

RESULTS

As of 3/17/2010 9:45:48 AM, a name and date of birth check revealed:

On Sex Offender Registry _____ Not on Iowa Sex Offender Registry X

Query Completed by _____

I hereby certify that this agency has on file a waiver from the applicant that allows for full disclosure of any criminal history information to the requester. Upon request, the DCI may review such waiver as needed to ensure compliance with the Code of Iowa, Chapter 692.2.

What is the Memorandum of Understanding (MOU) for SING?

- Agreement between agency and DCI
- Waiver on file
- Release all information on file
 - Deferred judgments
 - Open arrests over 18 months without a disposition

What is the fee for a SING check?

- Fee is \$ 12.00 for two surnames (July 1, 2010, \$15.00)
- Must have a business account with DCI to access SING
- If the data base is unavailable there is no charge

How do I get set up to do National checks?

- Download forms from the DHS website
 - **The Qualified Entity (QE) Application; form DCI-47**
 - **User's Agreement; form DCI-44 (security and dissemination)**
- Mail the completed QE application and signed User's Agreement to DCI; address provided on forms

What's next?

- DCI will assign your agency an OCA.
- DCI will mail instructions for submitting national checks
- Waiver Agreement for the applicants
- A billing form to submit with the fingerprint cards
- A supply of fingerprint cards with an example fingerprint card for reference.

What is an OCA?

- The OCA is a unique identifier (generally alphanumeric) assigned by the DCI to each QE. The OCA helps the DCI identify each individual agency when the FBI responses are returned. The DCI mails the responses to the QE based on the OCA.

What is the Reason Fingerprinted?

- The “reason fingerprinted” is the purpose for which we are submitting a non-criminal justice applicant fingerprint card to the FBI. In this case, the program we are submitting under is the National Child Protection Act/Volunteers for Children Act, (NCPA/VCA).

Reason Fingerprinted, cont'd

In addition to NCPA/VCA as the "reason fingerprinted", the fingerprint card must also indicate if the request is for an employee or volunteer. The fees differ. To insure proper billing to your DCI business account employee or volunteer must be included on every fingerprint card and completed on the billing form. If it is not included it will delay the process for your national record check.

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI

LEAVE BLANK

Doe Mary Ann

SIGNATURE OF PERSON FINGERPRINTED

Mary Doe

ALIASES AKA

Smith, Mary

O
R
I

IADCI0000
DIV CRIM INV-B OF I
DES MOINES, IA

PLACE OF PERSON FINGERPRINTED

11 2nd St
Des Moines, Iowa

CITIZENSHIP CTZ

US

SEX

F

RACE

W

HGT

5'0

WGT

100

EYES

bro

HAIR

bro

DATE OF BIRTH DOB

01 01 1970

PLACE OF BIRTH POB

Iowa

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

110 Off. Jones

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

123-45-6789

MISCELLANEOUS NO. MNU

EMPLOYER AND ADDRESS

Target
Box 1
Des Moines, IA

ON FINGERPRINTED

NCPA/VCA employee
-OR-
volunteer

LEAVE BLANK

CLASS

REF.

1. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE
+ LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB	R. THUMB	+ RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

What are the fees for the FBI (national) check?

- Employee: \$30.25
- Volunteer: \$15.25

National Process/Results

- DCI converts the fingerprint cards to an electronic format and transmits the them to the FBI
- FBI processes fingerprint card
- Results are sent back to DCI and compiled into a report every Monday
- Results are printed and sorted by OCA
- Results are mailed to agency

Applicant Responses from 3/15/2010 thru 3/21/2010

LOC: ABCD

SRF NAME	TRACK#	FBI#	SID#	MISC#	DATEPROC
I DOE, JOHN JAMES	BSV0SEU	12335BC02	123456		20100316
N DOE, MARY ANN	BSV0SUW				20100315
N DOE, SUZY ANN	BSV0SET				20100316
N DOE, JIMMY JOHN	BSV0SI5				20100316

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

IADCI0000

ICN E2010075000000102898

TCN IA0TCNBSV0SX320100316113007
AGENCY CASE [REDACTED]

THE FBI IDENTIFIED YOUR TEN-PRINT SUBMISSION WHICH CONTAINED
THE FOLLOWING DESCRIPTORS:

NAME [REDACTED]
DATE ARRESTED/FINGERPRINTED 2010/03/16

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
F	B	1981/10/26	506	275	BROWN	BROWN

STATE ID BIRTH PLACE
ILLINOIS

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
NONE	NONE	[REDACTED]	NONE

ALIAS NAME(S)
NONE

END OF COVER SHEET

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

IADCI0000

ICN E2010075000000102898

BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY
SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

THIS RECORD IS SUBJECT TO THE
FOLLOWING USE AND DISSEMINATION RESTRICTIONS

UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL
REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL
ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION

DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

- FBI IDENTIFICATION RECORD -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.

NAME	FBI NO.	DATE REQUESTED
[REDACTED]	350784KB8	2010/03/16

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
F	B	1980/10/26	505	160	BRO	BLK

BIRTH PLACE
ILLINOIS

FINGERPRINT CLASS	PATTERN CLASS
DM 04 03 15 18	WU RS RS RS RS AU AU LS AU LS
DM TT 02 TT 19	RS AU AU WU WU LS AU LS
LS	

END OF PART 1 - PART 2 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

IADCI0000
PART 2

ICN E2010075000000102898

- FBI IDENTIFICATION RECORD - FBI NO-350784KB8

1-ARRESTED OR RECEIVED 1998/04/03 SID- IL40911810
AGENCY-POLICE DEPARTMENT CHICAGO (ILCPD0000)
CHARGE 1-CRIM TRESPASS TO STATE LAND

2-ARRESTED OR RECEIVED 2000/07/27 SID- IL40911810
AGENCY-POLICE DEPARTMENT CHICAGO (ILCPD0000)
AGENCY CASE-T-443953 NAME USED-[REDACTED]
CHARGE 1-DOMESTIC BATTERY

3-ARRESTED OR RECEIVED 2002/07/13 SID- IL40911810
AGENCY-POLICE DEPARTMENT CHICAGO (ILCPD0000)
AGENCY CASE-15178334 NAME USED-[REDACTED]
CHARGE 1-BATTERY

4-ARRESTED OR RECEIVED 2008/06/05 SID- IA00836857
AGENCY-POLICE DEPARTMENT CEDAR RAPIDS (IA0570100)

NAME USED- [REDACTED]

CHARGE 2-718.6(1)(A) FALSE REPORT TO LAW ENFORCEMENT
AUTHORITIES

PHOTO INFORMATION
4-ONE PHOTOS AVAILABLE

RECORD UPDATED 2010/03/16

ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON
FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW. IT IS PROVIDED FOR OFFICIAL
USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.

***** END OF RECORD 11 *****

Can I pass the fees for the record checks on to the applicant?

Code of Iowa, Chapter 692.2.6 states “the fee for conducting a criminal history data check for a person seeking release of a certified copy of the person’s own criminal history data to a potential employer, if that employer requests the release in writing, shall not be paid by the person but shall be paid by the employer”.

The NCPA/VCA does not define who must pay for the national check.

If the applicant pays for the record checks, do they essentially “own” the record to disseminate to other centers?

No. Again, 692.2.6 says the employer is to pay for the record check.

The NCPA/VCA does not define who must pay for the national criminal history record check. However, in order to receive national criminal history record information under the NCPA/VCA you must be an approved qualified entity (QE), which is defined as a business or organization. An individual is not a QE. The QE is the submitting and receiving agency for the national checks as allowed by law. Therefore, the QE is the owner of the record regardless of who pays for it. The User Agreement also defines the proper use and security of national criminal history record information and must be signed and submitted to the DCI by the QE before any national checks are Requested. Certain security measures must be taken when handling national criminal history record information to comply with future DCI/FBI audits.

SUMMARY

To get started with national checks

The following forms can be obtained through the DHS website at www.dhs.state.ia.us

- **DCI- 47 – Qualified Entity form**
 - Complete and submit to DCI
- **DCI- 44 – Iowa User Agreement**
 - Read and sign last page and submit to DCI

After forms DCI-47 and 44 are received, DCI will mail instructions, a Waiver Agreement, a billing form and fingerprint cards to the Qualified Entity/Center.

Questions ????

- DCI Contact information:

Angell Boyd

515-725-6065 or boyd@dps.state.ia.us

Out of the office- 4/27 thru 5/7.